

*****This is only a preview of the examination questions. To take the actual examination, please go back to the official bulletin, and click the examination link.*****

Training and Experience Evaluation

Staff Park and Recreation Specialist

Department of Parks and Recreation

The California civil service selection system is merit-based and eligibility for appointment is established through a formal examination process. This examination consists of a Training and Experience evaluation used to evaluate your education, training and experience relevant to the position.

This Training and Experience evaluation is a scored component accounting for 100% of your rating in the examination process. It is important to complete the questionnaire carefully and accurately. Your responses are subject to verification before appointment to a position.

Section 1: Tasks

Instructions:

Rate your experience performing specific job-related tasks.

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every question and provide relevant examples. Also, indicate the references who can verify the information provided.

In responding to each statement, you may refer to your WORK EXPERIENCE, whether paid or volunteer, your EDUCATION, and/or FORMAL TRAINING COURSES you have completed.

PLEASE NOTE: This examination is designed to gain an overall assessment of your education, training, and experience as it directly relates to the duties and the knowledge, skills and abilities required for this position. Possession of specific education is **not** required to be successful in this examination; however, such achievements may substitute for desirable levels of experience. All components of this examination have been carefully validated by tying them directly to job requirements and documenting their relevance to the position.

1. Assisting in the preparation and/or coordination of environmental analysis documents related to land use, grant applications and other events (e.g., special event permit process, partnership agreements).
2. Conducting or assisting with presentations at a variety of venues, both in person and virtual, and preparing presentation and other instructional materials.
3. Managing projects by acting as a point of contact with project staff, management, and/or the public; relaying project status and activities; and seeing the project through its life cycle.
4. Providing input regarding project agreements/contracts by reviewing project plans and/or writing the plan, agreement and including pertinent project information (e.g., dates, resources, scope, funds) as necessary to ensure all stakeholders adhere to the project parameters.
5. Preparing a variety of written materials (e.g., plans, recommendations, memos, marketing materials, training materials) and reports (e.g., commission program reports, policy guidance reports).
6. Participating in the evaluation and administration of, and/or providing technical assistance for grants or partnership agreements.
7. Participating in the development and improvement of program processes and written materials (e.g., manuals, brochures, forms, report templates, procedures and policies).
8. Responding to questions, concerns and complaints received from the public, partners, government entities or elected officials regarding recreation areas and services, program activities, and/or grant awards.

9. Developing solutions to complex work problems and planning procedures related to the program or work unit by researching legislation, policies, rules and regulations, and communicating with staff and/or management to identify the most appropriate course of action.
10. Collaborating with stakeholders (e.g., the public, project team, private organizations, government entities) on projects/programs and debriefing with staff and/or management where appropriate.
11. Overseeing contract/agreement compliance with vendors, permit holders, park partners and/or grantees by reviewing for accuracy, thoroughness, professionalism and adherence to program standards.
12. Assist in the preparation of project/program budgets or other financial documents for local/State/Federal funds.
13. Leading various individuals or teams by providing guidance, training, or acting as a subject matter expert of a project, program, or agreement.